



31 Mount St. Mary's Way
Hooksett, NH 03106
www.hooksetlibrary.org

Volunteer Position Description

- Position Title:** Library Digital Archivist Volunteer
- Purpose:** Digitally archive and preserve the library's archive collections.
- Responsibilities:** Digitize the library's archives including meeting minutes, library reports and photographs of past library events and activities.
- Reports to:** Information & Technical Services Specialist
- Length of Appointment:** This volunteer position is ongoing or for a period of time depending on the individual. Agreement shall be reviewed and signed annually in May of each year.
- Time Commitment:** The Hooksett Digital Archivist Volunteer position requires 5-10 hours per month.
- Qualifications:** Eligible candidates include adults over the age of 18 who meet the organization's minimum criteria for a criminal background check.
- Attention to detail.
- Familiarity and comfort with computer technology and online resources.
- Training Provided:** Orientation session for library.
- Overview of library scanner and digital archiving resources.



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